

**MINUTES**

**Wednesday, April 24, 2013**

**8:30 a.m. – 10:30 a.m.**

**Community Action Board of Directors  
Delavan Office, 1545 Hobbs Drive, Delavan WI**

<b><u>Present</u></b>		<b><u>Absent</u></b>	<b><u>Staff</u></b>
Royce DeBow	Linda Seemeyer	Kim Capstick	Lisa Furseth
Nancy Forbeck	Penny Sonheim	Nino Cruz	Traci Rogers
Jason Heidenreich	Mark Spreitzer	Travis Egan	Jennifer Perreault
Minnie Murry	Dale Thorpe	Shirley Williams	Lynn Jones
Brenda Pinson	Jennifer Woods	Jana Vegge	Marc Perry
		Fred Yoss	Sue Katzer
			Rick Gleason

1. CALL TO ORDER – Chair brought the meeting to order and the above attendance was recorded.

2. CONSENT AGENDA ITEMS

- Approval of Agenda
- Minutes, March 2013
- Planning & Evaluation Committee
  - Minutes, April 11, 2013

**ACTION: Linda Seemeyer motioned to approve the Consent Agenda as submitted, Minnie Murry seconded, accepted unanimously.**

3. COMMUNICATION

- Chair Remarks – Chair requested that Traci Rogers give findings of research regarding severance packages for staff being layed off due to closures at Preschool for Creative Learning (PCL) and Community Kids Beloit (CKB). After extensive research, and due to the current financial standings, Traci recommended that we do not move forward with severance packages but rather connect staff with viable options that will assist them in obtaining employment.
- Executive Directors Report – Lisa Furseth reviewed her report with board members and updated them on the following:
  - A written request was made by a concerned parent who currently utilizes CKB, to keep CKB open until staff from Beloit College are able to establish an alternative solution to daycare. Lisa's recommendation is for the board to stay its current course of closing CKB in September as staying open would not benefit CAI.

**ACTION: Nancy Forbeck motioned to approve the Executive Directors Report, Mark Spreitzer seconded, accepted unanimously.**

4. GOVERNANCE COMMITTEE

**ACTION: Jennifer Woods motioned to accept the election Julie Lewis to fill the balance of term vacated by Gary Seidel, first term to expire 06/2014, Minnie Murry seconded, accepted unanimously.**

**ACTION: Nancy Forbeck motioned to Elect the following officers to the Executive Committee through June 2013, Mark Spreitzer seconded, accepted unanimously:**

- Linda Seemeyer - Vice Chair
- Travis Egan - Secretary / Treasurer
- Jennifer Griffith - At Large
- NOTE: Royce DeBow and Penny Sonheim's positions will remain the same.

5. FINANCE COMMITTEE

- Traci Rogers gave an overview of the financial standings highlighting on working on balancing the budget and the impact of possibly not receiving the SHP grant.

**ACTION: Jason Heidenreich motioned to approve both the 1<sup>st</sup> quarter financials and the 2012 Tax Returns, Nancy Forbeck seconded, accepted unanimously.**

6. AGENCY ASSESSMENT – Lisa Furseth reviewed the state of the agency with the Board. Currently, CAI is in a period of critical change and, even though we are currently fine, it is not on a sustainable path. Board and staff need to ask if the organization is having an impact on poverty, how to overcome the deficit in administration, how to become better at fundraising, and how to generate a revenue stream. Lisa requested the following from Board members:

- Contact her if a board member, or someone they may know, would be interested in becoming part of a think tank to assist in restructuring administrative functions.
- To review the Agency Assessment portion of the board packet and submit any ideas or suggestions that the Board member might have.

7. BOARD EDUCATION – PREP (Personal Responsibility & Empowerment Program)

- Mark Perry, Director of Planning and Development gave an overview highlighting past events and future outlook.

8. ADJOURN

**Next Meeting: BOD Annual Meeting, June 26, 2013, 8:30 - 10:30a.m., Location TBD**